



JIM GIBBONS
Governor

STATE OF NEVADA OFFICE OF THE MILITARY
OFFICE OF THE ADJUTANT GENERAL
2460 FAIRVIEW DRIVE
CARSON CITY, NEVADA 89701



CYNTHIA N. KIRKLAND
*Major General
The Adjutant General*

JFHQ-NV-J1-HRO

29 October 2008

MEMORANDUM FOR: All Commanders and Technicians

SUBJECT: Restoration of Annual Leave

1. All employees are encouraged to make full use of their annual leave during the current leave year. Annual leave must be scheduled in writing on the OPM Form 71.
2. "Use or lose" annual leave is the amount of accrued leave that is in excess of the employee's leave by the end of a leave year (**3 January 2009**). Unused excess leave will be forfeited. Employees may carry over a maximum amount of 240 hours accrued annual leave to the next leave year.
3. Forfeited annual leave may be restored, if it was forfeited due to constraints of mission requirements or of sickness of the employee and only if the annual leave was scheduled in writing before **23 November 2008**.
4. The Human Resource Office will consider restoration of annual leave forfeited. You must submit your denied OPM Forms 71, together with your request to restore this excess leave NLT **23 November 2008**.
5. All requests for the restoration of any use or lose Annual Leave originate with the employee, through their supervisor, appropriate chain of command and finally to the HRO with a recommendation for approval or disapproval of restoration of leave.
6. An employee must schedule and use any approved restored annual leave not later than the end of the leave year ending 1 year after:
 - a. The date of restoration of the annual leave forfeited because of administrative error;
 - b. The date set by the Adjutant General as the date of termination of constraints of mission requirements, or;

c. The date the employee is determined to be recovered from illness or injury and able to return to duty.

7. Restored leave not used within these established time limits is forfeited with no further right to restoration.

8. Approval authority is the J1-HRO. If you have any questions, please call MSgt Bill Schy at (775) 887-7382, SGT Cirila Santillano (775) 887-7390, or SSgt Erik Tedrowe (775) 887-7396.

DAVID E. CANTRELL, Col, NVMD
Director of Manpower & Personnel, J1